

Transportation Manager
Exempt Full-Time: \$36,000/YR

Summary

Transports product by determining, evaluating, and scheduling truck routes, deliveries and drivers. Oversees and maintains daily operations of warehouse and transportation employees. Ensures excellent internal and external customer service. Responsible for the safe operation of all equipment and vehicles and implementation of Health & Safety plan.

Essential Job Functions

- Oversee the efficient operation of all warehouse and transportation employees.
- Supervise all janitorial, transportation and warehouse employees.
- Provide excellent customer service to both external and internal customers.
- Loading and unloading trucks, pickups, wrapping products, packing, labeling shipping and receiving.
- Oversee and maintains daily operations of warehouse and transportation employees.
- Play active role in developing, overseeing, and maintaining appropriate warehouse safety programs.
- Maintain the agency's safety program in assigned areas of responsibility.
- Consult with and maintains regular communication with the Executive Director regarding service audits, budget expenditures and planning, and procurement of equipment and supplies.
- Supervise transportation staff and establishes effective and efficient routing and scheduling of vehicles for the purposes of assigned store deliveries, ADC distribution and donor pickup.
- Identify departmental equipment needs and maintenance issues.
- Responsible for ensuring all required vehicle maintenance is performed in a timely manner.
- Conduct self in safe manner; report all work injuries immediately.
- Other duties as assigned.

Supervisory Responsibilities

- Manage transportation staff and Salvage Supervisor.

Abilities

- Ability to lift and move 50 pounds.
- Must be able to drive a box truck and forklift.
- Available to work extended hours and nights, including out of town when needed

Education/Experience

- High School diploma or GED preferred.
- Two years of work experience in a related field.